

**SMALL PROJECT - TELECOMMUNICATION TOWER  
(Consolidated)  
August, 2000**

**Ordinance No. 000302-36  
Effective: March 12, 2000**

## **GENERAL OVERVIEW**

### **BRIEF DESCRIPTION**

Any project involving construction of a telecommunication tower requires a Site Plan and the issuance of a development permit pursuant to Section 25-2-839-840 of the Land Development Code. This packet outlines the requirements for a Site Plan and Development Permit for construction or reconstruction of a telecommunication tower and accessory facilities, constituting less than 5,000 square feet of new construction.

### **COMPLETENESS CHECK**

Development Assistance Center's review for completeness must be scheduled via a pre-submittal meeting. Completeness check approval will be required before the City can accept an application. There are no required site plan cycle deadlines for these applications.

### **SUBMITTAL**

Applications may be submitted on any working day at Central Intake, fourth floor, One Texas Center, 505 Barton Springs Road. General business hours are from 7:45 a.m. to 4:45 p.m., telephone 974-2681 or 974-2689 for appointment. Appointments for new submittals can be made regardless of cycle deadlines.

### **TIME FRAMES**

The Director will approve the site plan within nine (9) calendar days after submittal, if the proposed development complies with the Land Development Code (LDC), posted rules and State statutes. If the project does not comply, the site plan will be disapproved pending receipt of an update bringing it into compliance. The site plan cannot be released and the development permit issued until 4 days following the date of notice.

All updates required to obtain site plan approval must be submitted no later than 180 days from the date of initial application. A 180-day extension may be granted by the Director, if the request is made prior to the deadline.

The site plan will not be released unless it has been determined the tract is a legal lot/tract. This determination will be made during the review process and, if it cannot be determined the tract is a legal lot/tract the applicant will be requested to prove legal lot status or subdivide. If a subdivision is required, it must be recorded prior to the release of the site plan.

### **PROJECT MANAGER**

A Project Manager is assigned to each application. It is their role to act as your liaison with the City of Austin and your main contact. Once your application has been submitted, all questions, problems, conflicts, etc., should be directed to the Project Manager. If you need to see your Project Manager, it is suggested an appointment be made to ensure the Project Manager is available. Development Assistance Center staff will review telecommunication tower small projects, as long as no variances are required.

### **ETHICS AND FINANCIAL DISCLOSURE INFORMATION**

If you or your agent/representative were City employees or officials within the past 24 months, you may be subject to the Ethics and Financial Disclosure Ordinance (8607 17-X). Copies of the ordinance are available at the City Clerk's Office.

## SUBMITTAL INFORMATION AND REQUIREMENTS

### 1. COMPLETED APPLICATION FORM

Indicate the address (address information may be obtained from Address Section, 10<sup>th</sup> floor, One Texas Center).

Property description shall accurately describe only the area of the site plan. The description shall be by either:

- lot and block of recorded subdivision or
- brief legal description (i.e., *East 50 feet of Lot 1, Block A, Austin Subdivision or one acre out of the Santiago Del Valle Grant, as recorded in Volume 1, Page 1, of Travis County Deed Records*).

#### Other Project Data

Watershed, Watershed Class, and Grid Number information is available in the Intake Center.

#### Related Cases

Give the file numbers which relate to applications on this property that have been filed in conjunction with this project.

#### Ownership/Agent

List the owner or owners of the property.

The current owner must sign the application or attach a written authorization for the agent. Be sure all signatures are legible and address information is correct.

If an agent is designated, this will be DRID's primary contact.

### 2. FEES – Fee schedules are available at the Intake Center.

### 3. TAX PLATS

One blueline copy of each of the current tax plats, showing all properties within 300 feet of the centerline of the tower. Include all maps referenced within the 300 feet. Indicate the tower location in red. (DO NOT SPLICE MAPS TOGETHER).

Tax plats are available at the Travis County Tax Appraisal District, Walnut Creek Business Park, 8314 Cross Park Drive (Hwy 290 East and Cross Park Drive), phone: 834-9138 or at the First Floor Map Window at 505 Barton Springs Road.

For projects located outside of Travis County, submit a list of names and addresses of all property owners within a 300-foot radius of the tower.

### 4. TAX CERTIFICATE

Tax certificates shall be submitted with all site plan applications. These may be obtained from the County Tax Office located in the Courthouse Annex (NW corner of 10<sup>th</sup> and Guadalupe) and should indicate there are no taxes owing.

### 5. INSPECTION AUTHORIZATION (form included in packet)

### 6. LOCATION MAP

Provide a 4" x 4" location map on a separate 8-1/2"x11" sheet.

### 7. SITE PLANS – The plans shall consist of six 24"x36" blueline copies of the site plan which shows all submittal requirements as attached, including construction details pursuant to Section 25-2-839-840 of the Land Development Code.

### 8. ACKNOWLEDGMENT FORM CONCERNING SUBDIVISION PLAT NOTE/DEED RESTRICTIONS (form included in packet)

The applicant should carefully check these records before signing the attached Acknowledgement Form. Plat notes are shown on the face of the subdivision plat. Plats are available at the City or the Courthouse. Deed restrictions are recorded at the Courthouse, if you do not have them in your possession.

## **9. AFFIDAVITS**

Submit an affidavit that gives a description of the search area for an acceptable tower location, the elevation required for the antenna array and the reasons why the antenna cannot be located on an existing building or structure.

Submit a second affidavit stating the following:

1. The tower is not within 50 feet of a dwelling unit.
2. The tower is not within 50 feet of a Day Care Services (commercial) use.
3. The tower is not within 300 feet of property zoned Historic or property included in a National Register District or a City of Austin historic district.

## **10. AUSTIN ENERGY NECS COMPLIANCE FORM**

This form is provided and reviewed by Austin Energy for all towers within the Austin Energy service area. The form is approved following a field inspection to verify that the tower location is not within ten feet of overhead power lines. Site plans will not be approved until the signed form is submitted to the Case Manager.

**Attachment: Site Plan**  
**Submittal Requirements for a Telecommunication Tower Small Project**

- A. Fees
- B. Tax certificate
- C. Tax plats showing the tower location and all properties within 300 feet.
- D. Location map on 8 ½" x 11" sheet.
- E. Subdivision plat note and deed restriction acknowledgement form.
- F. Completed application form:
  - 1. Owner's name, address and telephone numbers.
  - 2. Agent's name, signature, address, and telephone numbers.
  - 3. Date of submittal.
  - 4. Project name and verified address.
  - 5. 100 year flood plain. Yes or No.
  - 6. Legal description of the property.
  - 7. Name and classification of the watershed.
  - 8. Written description of the work to be completed.
  - 9. Height and type of tower.
  - 10. Map grid and zoning.
  - 11. Related cases pending.
  - 12. Inspection authorization.
- G. Site plan containing the following information:
  - 1. Tower owner's name, address, and telephone number.
  - 2. Property owner's name address and telephone number.
  - 3. Project name and verified address.
  - 4. Drawing and location of sign visible from outside screening. Letters 2" high stating name and telephone number of tower manager and Federal Communications Commission license number.
  - 5. 100 year floodplain information.
  - 6. Height of the tower.
  - 7. Distance to the nearest MH or SF-5 or more restrictive zoning or use.
  - 8. Site location map.
  - 9. North arrow and drawing scale.
  - 10. Property lines with dimensions and bearings.
  - 11. Lease lines with dimensions and bearings.
  - 12. Existing and proposed streets, alleys, parking and drives adjacent to and within the property.
  - 13. All existing and future easements.
  - 14. All existing and proposed utilities on the site.
  - 15. Security fencing.
  - 16. All existing and proposed structures on or near the site.
  - 17. Total existing and proposed impervious cover for the entire property.
  - 18. Percentages of total existing and proposed impervious cover for the entire property.
  - 19. Dimensions of all proposed structures and their location on the site.
  - 20. Location of Critical Water Quality zones and Water Quality Transition zones.
  - 21. Critical environmental features on or within 150 feet of the site.
  - 22. Location of all existing trees eight inches in diameter or larger within 50 feet of the lease area and access easement.
  - 23. Location of tree protection fencing.
  - 24. Landscape maintenance note (See exhibit 2.)
  - 25. Location, species, size, and quantity of trees and shrubs to be planted on site (screening from street view must be at least 6' high).
  - 26. Location and type of temporary erosion controls.
  - 27. Location and type of permanent erosion controls.
  - 28. Barriers to protect landscaped areas from damage by vehicles.
  - 29. All proposed construction and site construction details.
  - 30. Approval blocks, (see exhibit 1) and blank 3"x 5" space in the lower left corner of the sheet for release sticker.
- H. NECS compliance form provided and reviewed by Austin Energy. Must submit signed form prior to site plan approval.
- I. Affidavit stating that the antenna array is not located on or within the following:
  - 1. 300' of property that is zoned historic or included in a National Register District or City Historic District,
  - 2. within 50' of a Day Care services (commercial) use, or
  - 3. within 50' of a dwelling unit.
- J. Affidavit stating that there are no existing available or suitable structures for mounting the antenna in the search area.

## SITE PLAN APPLICATION

### DEPARTMENTAL USE ONLY

Application Date \_\_\_\_\_ File Number \_\_\_\_\_  
Development Review Type \_\_\_\_\_  
Case Manager \_\_\_\_\_  
Application Accepted By \_\_\_\_\_

### PRIMARY PROJECT DATA

Project Name \_\_\_\_\_  
Project Street Address (or range) \_\_\_\_\_ Zip \_\_\_\_\_  
County \_\_\_\_\_ Jurisdiction – ☐ Full / ☐ Limited / ☐ 2-Mile / ☐ 5 Mile

### PROPERTY DESCRIPTION

\_\_\_\_\_ 1. Subdivision Reference  
Name \_\_\_\_\_ Approved \_\_\_\_\_  
Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ Outlot \_\_\_\_\_  
Plat Book \_\_\_\_\_ Page Number \_\_\_\_\_  
\_\_\_\_\_ 2. Brief Legal Description \_\_\_\_\_  
\_\_\_\_\_

### DEED REFERENCE OF DEED CONVEYING PROPERTY TO THE PRESENT OWNER

Volume \_\_\_\_\_ Page(s) \_\_\_\_\_ Sq.Ft. \_\_\_\_\_ or Acres \_\_\_\_\_

### SITE AREA

Acres \_\_\_\_\_ or Sq.Ft. \_\_\_\_\_

#### EXISTING ZONING

#### EXISTING USE

#### TRACT #

#### ACRES/SQ FT

#### PROPOSED USE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Watershed \_\_\_\_\_ WS Class \_\_\_\_\_

Is it subject to the Watershed Protection Regulations? ☐ YES / ☐ NO

In Aquifer Recharge Zone? ☐ YES / ☐ NO

On a Principal Roadway? ☐ YES / ☐ NO

On a Hill Country Roadway? ☐ YES / ☐ NO

Specify Principal or Hill Country Roadway \_\_\_\_\_

Taking access to Principal Roadway? YES / NO

Grid Number(s) \_\_\_\_\_

Tax Parcel Numbers \_\_\_\_\_

**RELATED CASES****FILE NUMBERS**Zoning Case? ☐YES / ☐NORestrictive Covenant? ☐YES / ☐NOSubdivision? ☐YES / ☐NOLand Status Report? ☐YES / ☐NOExisting Site Plan? ☐YES / ☐NO**LAND USE SITE PLAN DATA** (as applicable)Subject to Compatibility Standards? ☐YES / ☐NO

In Combining District / Overlay Zone? (NCC, CVC, WO, etc.): \_\_\_\_\_

**OWNERSHIP INFORMATION**

Type of Ownership: \_\_\_\_\_Sole\_\_\_\_\_Community Property\_\_\_\_\_Trust\_\_\_\_\_Partnership\_\_\_\_\_Corporation

If ownership is other than sole or community property, list the individuals, partners, principals, etc. below or attach a separate sheet.

**OWNER INFORMATION**

Signature \_\_\_\_\_ Name \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone # \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Contact \_\_\_\_\_

**AGENT / PRINCIPAL CONTACT** – *if applicable*

Signature \_\_\_\_\_ Name \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone # \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Contact \_\_\_\_\_

**DESIGNER/ENGINEER/LARCH/OTHER** – *Circle 1 or More*

Firm Name \_\_\_\_\_ Phone # \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Contact \_\_\_\_\_

**DESIGNER / ENGINEER / LARCH / OTHER – Circle 1 or More**

Firm Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Contact \_\_\_\_\_

**INSPECTION AUTHORIZATION**

As owner or authorized agent, my signature authorizes staff to visit and inspect the property for which this application is being submitted.

PLEASE TYPE OR PRINT NAME BELOW SIGNATURE AND INDICATE  
FIRM REPRESENTED, IF APPLICABLE.

\_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Name (Typed or Printed)

\_\_\_\_\_  
Firm



**ACKNOWLEDGMENT FORM**

**CONCERNING**

**Subdivision Plat Notes, Deed Restrictions,**

**Restrictive Covenants**

**and / or**

**Zoning Conditional Overlays**

I, \_\_\_\_\_ have checked the subdivision plat notes, deed restrictions,  
(Print name of applicant)  
restrictive covenants and/or zoning conditional overlays prohibiting certain uses and/or requiring  
certain development restrictions i.e. height, access, screening etc. on this property located at:

\_\_\_\_\_  
(Address or Legal Description)

\_\_\_\_\_  
If a conflict should result with the request I am submitting to the City of Austin due to subdivision plat notes, deed restrictions, restrictive covenants and/or zoning conditional overlays it will be my responsibility to resolve it. I also acknowledge that I understand the implications of use and/or development restrictions that are a result of a subdivision's plat notes, deed restrictions, restrictive covenants, and/or zoning conditional overlays.

I understand that if requested I must provide copies of any and all subdivision plat notes, deed restrictions, restrictive covenants, and/or zoning conditional overlay information that may apply to this property.

\_\_\_\_\_  
(Applicant's signature)

\_\_\_\_\_  
(Date)

## EXHIBIT I

### APPROVAL BLOCKS

\_\_\_ Approval Block for TxDOT, if part of the project is within State Highway R.O.W.

Approved by:

\_\_\_\_\_  
For Texas Department of Transportation

\_\_\_\_\_  
(date)

\_\_\_ Approval Block

Approved by:

\_\_\_\_\_  
For Director of Planning and Development Review Department

\_\_\_\_\_  
(date)

\_\_\_ Block for Permit Number and Date

\_\_\_\_\_  
Site Plan/Development Permit Number

\_\_\_\_\_  
(date

\_\_\_\_\_  
)

## EXHIBIT 2

### LANDSCAPE MAINTENANCE NOTE

The applicant must provide an underground irrigation system or provide the following note on the planting detail.

"The owner shall maintain required landscape areas in accordance with sections 25-2-984, 25-2-1001 and 25-2-1008 of the Land Development Code."